

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL Collections Division

Summary Statement of Overall Purpose/Goal of Position

Under general supervision of the Deputy Attorney General for General Collection cases; processes incoming collections requests from various state agencies, primarily General Collections cases, and in general; prepares documents and obtains relevant records for the prosecution of these cases; performs activities related to general case management.

Essential Duties

- Assists in managing collection services for client state agencies, primarily General Collection cases, under direction of an attorney.
- Prepares pleadings and correspondence, communicates directly with state agencies, other law firms, and courts on a regular basis; schedules progress of cases; sets hearings; etc.
- Maintains the case management system, tracking the progress of the case (Latitude, I-Manage, and Outlook).
- Performs claim and litigation research through the courts and state agencies. Organizes litigation pleadings, correspondence, and maintains case management system.
- Maintains calendar for filing deadlines, hearings, and trial dates and other case management requirements.
- Answer the telephones. Help answer defendant's questions or concerns. Set up any new payment arrangements, disseminate all balance and payoff information and communicate with defendants, banks, etc. regarding payoff amounts.

Secondary Duties

- Organizes and maintain collection files.
- Input the mail daily into Law Manager, give to the attorneys for review and once the attorney has reviewed the correspondence then file away.
- Perform other duties as directed by the attorney.

Qualifications

- *Education:* Certificate of completion from a recognized paralegal program or comparable education or experience
- *Experience:* *Minimum* of one year of related government legal experience preferred.

- *Knowledge of:* Court procedures and policies, state statutes, municipal ordinances and court interpretation; working knowledge of legal research methods, English usage and grammar, basic writing skills, spelling and vocabulary; word processing and computer equipment and software.
- *Responsibility for:* Confidential legal information that may not be disclosed to others because it must be protected for the benefit of the State Government, client agencies, or individuals.
- *Communication Skills:* Develop and compose legal pleadings and correspondence. Communicate regularly with client agencies regarding relevant information necessary for the prosecution or defense of assigned cases.
- *Technical Ability:* Regular computer use is required with ability to operate case and document tracking systems, word processing software, spreadsheet software, and e-mail software. Regular use of printer, telephone, fax machine, and copier machine to copy legal documents.
- *Analytical Ability:* Apply knowledge of law and legal procedures in drafting legal documents; order work, plan and complete assignments under high volume of work and short term deadlines; coordinate processing of court actions with attorneys and support staff; prepare statistical reports; deal with confidential and privileged information; develop, design, and input word-processing and computer applications.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of the candidate, as duties may be added or changed at any time.